



Comisiwn Brenhinol
Henebion Cymru
Royal Commission on the Ancient
and Historical Monuments of Wales

Job description

Job title:	Data Assistant
Responsible to:	Online Services Manager
Work arrangements:	Office-based, hybrid or home-working (with occasional office visits)
Office location:	Royal Commission Office, Penglais Road, Aberystwyth SY23 3BU
Duration:	Fixed term contract to end 31/03/2027
Grade:	Team Support Band
Pay scale:	£27,303 - £29,292 pro rata per annum
Hours:	18.5 hrs per week (0.5 full time equivalent)

Background on the Royal Commission

The Royal Commission was established in 1908 and is sponsored by the Welsh Government. As the investigation body and national archive for the historic environment of Wales, it has a lead role in ensuring that Wales's archaeological, built, and maritime heritage is authoritatively recorded, and seeks to promote the understanding and appreciation of this heritage nationally and internationally. The Commission holds the National Monuments Record of Wales (NMRW) which is the national information resource on the archaeology, architecture, and industrial and maritime history of Wales.

We are sponsored by the Welsh Government and analogue to them for pay, grading and most of our terms and conditions of service. We employ around 35 people at our offices in

Aberystwyth, some of whom work on externally funded projects. Although small, the Commission is a friendly and dynamic place to work with staff who are highly skilled and qualified, enthusiastic, focused and committed to their work. Most of our staff fulfil specialist roles, for example in archive administration, archaeology, architectural history, or information management. Their work is guided by the Secretary/CEO of the Commission and by its Chair and Commissioners.

The Commission has successfully signed up to several initiatives over the years including the Mindful Employers Charter, the Disability Confident Scheme and the Dying to Work Scheme. As an organisation based and working in Wales, we are committed to developing a bilingual workforce and are investing in our staff and in providing opportunities for them to learn Welsh and develop their language skills. The Commission is also a Living Wage employer.

Further information on the Commission's mission statement and recent achievements be found on our website: www.rcahmw.gov.uk

Job purpose and significance of role:

The Online Services Team ensures the provision of high quality online information for the Royal Commission, including the data available via *Coflein* (<https://coflein.gov.uk/en/>) and the underlying data which contributes to it. The team also lead data standards work within Wales, which defines the correct terminology used in records relating to the historic environment of Wales across the sector.

The post holder will carry out a range of data enhancement tasks on the National Monuments Record, to improve data quality and ensure adherence to data standards, under direction of the Online Services Managers.

Key tasks

The post holder will carry out the following key tasks:

1. Create and edit records in the National Monuments Record Wales (NMRW).
2. Undertake work identified in the NMRW Site Data Audit to improve data quality and data retrieval.
3. Undertake data cleansing and enhancement activities to ensure NMRW data conforms to agreed professional standards, in line with an agreed work programme.
4. Check and verify information for the site record received by external contributors using a variety of source material.
5. Assist with the integration of data into ARCHES for HERs from RCAHMW project databases and spreadsheets.
6. Create and enhance bibliographic and other source information for the records.
7. Add Welsh-language content to the record in line with an agreed work programme.
8. Assist with the importing and exporting of data between different software platforms.

9. Assist colleagues with data and software queries or issues (this may include using the internal RCAHMMW ticketing system for reporting IT issues).
10. Undertake any project or outreach work, or any other duties appropriate to the grade of the post as may be reasonably requested and/or agreed by the line manager.

Person specification

The successful candidate must be able to demonstrate they meet the following criteria:

Job specification requirements	
Essential	Desirable
Be permitted to work in the UK by being a UK National, a British Protected Person, an Irish or Commonwealth citizen or a citizen of the European Economic Area.	
Qualifications at GCSE and/or A Level or equivalent in subjects that shows ability to work with and process data.	Degree or equivalent qualification in a relevant subject such as Archaeology, Welsh History, GIS, Archive and Records Management etc.
Be able to demonstrate knowledge and understanding of the heritage and history of Wales, and possess a keen interest in the historic environment.	Experience of working within Wales' historic environment sector.
Have experience of working with digital data, including record creation, editing and verification.	Have experience of working with historic environment data.
Have excellent IT skills and be proficient in using a range of digital platforms, including Microsoft Office 365.	Be familiar a wider range of data management software. E.g. Power BI, AtoM or Arches, and with map-based or geographical records.
Be able to work methodically, consistently and accurately showing a close attention to detail.	
Be able to plan and deliver assigned work activities without the need for close supervision.	
Have excellent written and verbal communication skills in English.	
Have written and verbal communication skills in Welsh to at least a level 2 on the Commission's Welsh Skills Assessment Framework.	Experience of working within the framework of a Welsh language policy / Welsh language standards / in a bilingual workplace
Have evidence of working effectively as part of a team, providing support to other team members when necessary.	

*More information on Welsh language levels can be found at: [Welsh Skills Assessment Framework](#)

For an informal discussion about this post please contact: Nina Steele (nina.steele@rcahmw.gov.uk) or Charina Jones (charina.jones@rcahmw.gov.uk).

The promotion of equality and diversity concerns everyone. All members of the Royal Commission's community have a responsibility to ensure that we continue to be an inclusive, welcoming, safe, and productive environment. Our [Equality and Diversity Policy](#) outlines the Commission's commitments and how we intend to deliver them. If you are successful in securing an interview you will be asked a question related to equality at interview.

As a user of the Government's Disability Confident Scheme, we will offer an interview to any disabled applicant who meets the minimum criteria for the post. We also have a range of family-friendly and flexible working policies which support modern working families.

Closing date for applications: 09:00, 16 March 2026.